



CHURCH STRETTON TOWN COUNCIL

INFORMATION PACK FOR APPLICANTS FOR TOWN CLERK APPOINTMENT

This Information Pack contains:

- a) Application Form
- b) Job Description
- c) Person Specification
- d) Summary Terms and Conditions

Church Stretton Town Council, 60, High St., Church Stretton, Shropshire SY6 6BY

Phone: 01694 722113

For Market Town Profile, refer to Council website: www.churchstretton-tc.gov.uk

Guidance Notes for Job Applicants

Please complete all sections of the application form to the best of your ability and only append additional A4 sheets, if necessary. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, in particular, the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these shortlisting requirements. If further space is needed, please continue on a separate A4 sheet.

References

A minimum of two references are required, preferably your two most recent employers, including your current employer, if you are currently in employment. References will be taken up if you are the successful candidate, following the interviews.

Interviews

Short-listed applicants will be notified as soon as possible whether the pandemic restrictions will have been sufficiently relaxed by that time for the interviews to be conducted in person, as opposed to remotely. Opportunities for remote working will be discussed.